



## Clute Economic Development Corporation Special Grants Assistance Program

As part of Clute's economic development progress, the CEDC has established grant programs specifically designed to encourage redevelopment of business corridors in the Clute area by providing financial resources to small business owners for exterior property and environmental improvements. The program categories are as follows:

- **Façade Grants**
- **Painting Grants**
- **Landscape Grants**
- **Signage Update Grants**
- **Fencing/Screening Grants**
- **Parking Improvement Grants.**

*NOTE: New construction projects are NOT eligible to receive these Grants.*

### **GRANT CATEGORY DESCRIPTIONS:**

#### **Facade Grant Program**

The Facade Grant program promises up to \$6,000 in matching funds to assist local businesses with the appearance of their exterior building facades – those visible to the public right-of-way. The overall goal of the program is to promote the development and expansion of Clute businesses, increasing employment opportunities and complying with City Building Code requirements, as well as improve the economic stability within the city.

#### **Paint Grant Program**

The Paint Grant Program is to assist small business owners with the costs associated with refurbishing the **exterior** of a commercial building in need of fresh paint. This program pays 50% of the cost, including the cost to appropriately prepare the surface of the building as well as labor cost, up to a maximum amount of \$6,000. Only buildings that have been previously painted and need to be repainted are eligible.

*Note: Approval of color samples of the paint will be required to qualify.*

#### **Landscape Grant Program**

The Landscape Grant Program is intended to broaden the city's focus on curb appeal and enhancement of Clute's business image. This Program pays 50% of the cost for materials and labor up to a maximum amount of \$6,000. Landscape projects must include an irrigation system to receive consideration for the Landscape Grant.

*Note: Regarding painting and landscaping, it is recognized that in some cases, an applicant's employees or family/friends may provide labor. On a case-by-case basis, this 'in-kind labor' may be considered by CEDC in calculating the overall grant amount, although no payments will be made specifically for 'in-kind labor'. In such cases, the same standards of workmanship will be required and a documented agreement with CEDC must be attached to the Application.*

## **Signage Update Grant Program**

The Signage Update Grant is intended to encourage and assist businesses with costs associated with replacing and updating their signs in conformance with existing City codes and standards. This Program pays 50% of the cost to replace or update a legally conforming commercial business sign, including the cost of labor, up to a maximum amount of \$6,000.

## **Fencing/Screening Grant Program**

The Fencing/Screening Grant Program is intended to assist businesses with the cost associated in complying with ordinance requirements set forth by the City related to fencing. This Program pays 50% of the cost to build, replace or update a legally conforming commercial fence or screen, including the cost of labor, up to a maximum amount of \$5,000.

## **Parking Improvement Grant Program**

The Parking Improvement Grant Program is intended to assist businesses with the cost associated in complying with ordinance requirements set forth by the City related to parking improvements located at the business. This Program pays 50% of the cost to build, replace or update a legally conforming commercial parking areas, including the cost of labor, up to a maximum amount of \$6,000.

## **PROGRAM GUIDELINES:**

1. Funds shall be allocated on a first come first served basis. Once a grant has been awarded for a property, businesses occupying that property or the building owner cannot reapply for another grant in that category for the same location for a 3-year period. Tenants may qualify upon receipt of written consent from the owner of the building (*a property shall be defined as having its own address and its own utilities*).
2. Grant approvals are subject to all grant guidelines, all City of Clute legal provisions, Federal and State laws, as well as review and approval by the Clute Economic Development (CEDC) Board.
3. Improvements shall be designed, constructed and maintained to compliment the architectural features of the buildings. All accessories, signs, awnings, etc. shall likewise harmonize with the overall character of the building and surrounding buildings.

Program Guidelines continued ...

4. All grant funds require a matching dollar for dollar expenditure by the owner/tenant per category, and will be on a reimbursement basis upon completion of the project.
5. No work for which a grant is sought should begin until authorized by the CEDC and a grant agreement has been signed.
6. All work completed by the applicant requires 2 written estimates from a licensed professional to verify that costs are within reasonable parameters. A 3rd quote may be requested if Staff feels it is necessary.
7. Grantee is responsible for obtaining any permits required to do the project.
8. Any unapproved changes to the project will void the grant unless preapproved by the CEDC Board.
9. Applicant shall have 6 months from the date of approval or by September 15th, (whichever comes first), to complete the work. After 6 months and by the Fiscal Year end, the grant will be closed out unless an extension has been granted by the CEDC Board.
10. Applicant(s) and building owners shall disclose in writing at the time of application the existence of any business or personal relationship with members of the CEDC Board or City of Clute employees or city council.
11. Applicant, his/her/its successors or assigns, agrees to maintain the completed project in its approved design for a minimum of 5 years from the date of completion.
12. Upon grant approval, applicant will be required to place a CEDC Grant sign, furnished by the CEDC, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.
13. Applications must be submitted by the 1st Monday of the month to be placed on that month's CEDC Agenda.
14. The CEDC Board shall determine by majority vote whether or not the application is approved or denied with or without conditions. The Board shall priority use of funds available and award or deny applications to establish the most effective use of budgeted funds and overall aesthetic impact. Furthermore, the Board retains the right to award partial amounts, or amounts exceeding the maximum on a case by case basis consistent with those priorities for use of funds established by the board.

## **ELIGIBILITY REQUIREMENTS:**

- 1) The applicant must be the owner of the building. A tenant may qualify upon receipt of written consent by the owner of the building.
- 2) Property taxes, both City and County, must be current.
- 3) The building must be structurally sound and non-residential.
- 4) This grant does not apply to residential rental properties.

## **INELIGIBLE IMPROVEMENTS:**

Examples of **ineligible** improvement items include:

- Any Interior modifications and/or rehabilitation
- Permitting fees
- Refinancing existing debt
- Non-fixed improvements (such as inventory and equipment)
- Owner performed labor ('In-Kind Labor' - unless the owner is a duly licensed contractor)
- Applications by Churches, Non-Profit, and Governmental Organizations (lowest priority made by building owner)
- Any project or improvement being done to address an existing City Code violation.

## **DISBURSEMENT OF FUNDS REQUIREMENTS:**

- 1) Copies of all required permits and occupancy certificates.
- 2) Copies of paid invoices and evidence of payment (cancelled checks – front and back).
- 3) Photos of improvements (when applicable).
- 4) Requests for reimbursement must be complete within 2 months following completion of the approved project.

## **APPLICATION PROCESS:**

- 1) Applicants must submit a completed application with a detailed description of the project and all supporting documentation.
- 2) CEDC will review the application for compliance and approval.
- 3) Upon CEDC Board approval, a letter of commitment will be provided to the applicant.
- 4) Funds are dispersed on a reimbursement basis after all work has been completed and in accordance with the Reimbursement of Funds Requirements portion of this document.

***Grants are not automatic and are subject to their compliance with the goals set forth by the CEDC as well as funding availability.***



## Special Assistance Grant Application

This program is available for buildings used for commercial purposes within corporate city limits of Clute. The program is a reimbursement program and shall be administered on a first come first served basis, to the limit of available funding and in accordance with the city's appropriated funds for the fiscal year.

### TYPE OF GRANT YOU ARE APPLYING FOR (please check one):

- Façade Grant
- Painting Grant
- Landscape Grant
- Signage Update Grant
- Fencing/Screening Grant
- Parking Improvement Grant

Date: \_\_\_/\_\_\_/\_\_\_

### 1. APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Business Owner:  Yes or  No Building Owner:  Yes or  No \_\_\_\_\_

Owner Type (Check one):  Individual  Proprietorship  Partnership  Corporation  LLC \_\_\_\_\_

Years in Business: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. PROJECT INFORMATION**

Proposed Project:

<input type="checkbox"/> Exterior signs	<input type="checkbox"/> Façade improvements
<input type="checkbox"/> Awnings, canopies, sunshades etc.	<input type="checkbox"/> Outdoor lighting
<input type="checkbox"/> Painting or exterior surface treatment	<input type="checkbox"/> Fencing
<input type="checkbox"/> Asphalt paving	<input type="checkbox"/> Windows
<input type="checkbox"/> Architectural features	<input type="checkbox"/> Entranceway improvements
<input type="checkbox"/> Restoration of historic features	<input type="checkbox"/> Storefront modification

Other

Brief Project Description (discuss materials and colors proposed):

Physical Location of the Project: \_\_\_\_\_

**3. LANDLORD INFORMATION** (If applicant is a tenant)

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**LANDLORD ACKNOWLEDGEMENT:** I am the landlord of the building address noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

\_\_\_\_\_

\_\_\_\_\_  
Landlords Signature

\_\_\_\_\_  
Date:

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## CERTIFICATION

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The undersigned agrees that by signing and submitting this application that he, she or they will be bound by the terms and conditions contained in the Clute Economic Development Corporation Special Grants Assistance Program.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature(s)

\_\_\_\_\_  
Name of Corporation (If applicable)

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## GRANT APPLICATION CHECKLIST

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Please Check:

- I have attached verification of property ownership, if owner (Title or Deed of Trust)
- I have attached a copy of valid business license
- I have attached project plans, specifications or other appropriate design information. A professional architectural plan is not required.
- I have attached project scope of work, timeline for project completion and total estimate of project budget
- I have attached two color photos of existing building, including abutting buildings (front & side elevations)
- I have attached a description of the source of private funding, if applicable. If source is other than the applicant's readily available funds, then please provide a letter of commitment or other documentation indicating availability and commitment of funds.



108 E MAIN ST  
CLUTE, TX 77531  
(979) 265-2541  
FAX: (979) 265-4551

**BUSINESS:** \_\_\_\_\_  
**OWNER/APPLICANT:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_  
**CLUTE, TEXAS 77531**

**Re: Special Assistance Grant Application**

Business Owner/Applicant:

This letter serves as an acknowledgement that upon an approval of your grant based on the estimates provided with the application the Economic Development Corporation will match the eligible amount not to exceed \$5,000.00 or \$6,000 (depending on the type of grant awarded).

Only one (1) matching grant legally conforming to the project specified in the application may be awarded per applicant per year.

You must get an approval of the project (signoff) prior to the work being done. **Please read the attached Program Guidelines prior to any construction and please note that the work must be completed and reimbursement receipts must be submitted within six (6) months of the approval by the EDC or by September 15<sup>th</sup> (whichever comes first). Reimbursement may be denied if requirements are not met regarding deadlines.** Contact the City Building Department to get started and to answer any questions that you might have.

Thank you for your commitment to the City of Clute and your added commitment to improve your facility.

City of Clute, TX  
City Manager

**\*\*By signing this form, you acknowledge receipt of the guidelines and deadline dates:**

X  
\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date